

APPENDIX 13-2

**STATE OF NEW HAMPSHIRE
INTER-DEPARTMENT COMMUNICATION**

DATE: November 8, 1999
FROM: David J. Brillhart, P.E.
Chief Project Manager
AT (OFFICE): Bureau of Highway Design
SUBJECT: Securing Federal Funding for Municipally Managed Projects
TO: Robert Greer, P.E.
Director of Project Development

MEMORANDUM

The purpose of this memo is to clarify the process required at the time of advertising to assure Federal participation in a municipally managed project. The process is no different than the process required for any other Federal Aid project. Here are the major steps necessary:

- Obtain from the municipality and submit the project PS&E to FHWA through Transportation Planning. The submission must include a PS&E estimate, front sheet of plans, and a ROW Certificate. This must be done PRIOR to advertising and must be delivered to Transportation Planning 1 1/2 weeks prior to advertising to be sure it is with FHWA at least 1 week ahead of the scheduled advertising date. This package requests authorization of Federal Funds; until approval of the PS&E, the project cannot be advertised for bids.
- Once FHWA approval is received, the Municipality can be given approval to advertise the project. A copy of the advertisement should be provided by the Municipality to the Project Manager, who then forwards a copy to the Director of Project Development.
- The Municipality tabulates the bid results, and requests NHDOT approval through the Project Manager. The Project Manager reviews the bid result tabulation, and if in order, forwards approval to the municipality. The Municipality can then award the contract to the low bidder. A copy of the bid tabulation needs to be provided to the Director of Project Development and Transportation Planning (Project Programming). NOTE: if the bid results vary significantly from the PS&E estimate amount, the Director shall be consulted prior to NHDOT approval.
- The Project Manager shall assure preparation of a Project Agreement Estimate Based on Bids to make modifications to Federal Funding Authorization as appropriate; essentially to reflect the bid results as higher or lower than the PS&E. This estimate is processed to FHWA in the standard estimate processing manner.

Projects that do not follow these procedures may be ineligible for federal participation. Project Managers must take care to make municipalities aware of the need to obtain approvals for both bidding the project and awarding the contract.

DJB/jmc